

<p align="center"><b>6 CONTRACTING OF TESTS</b></p>	<p align="right">Page 1 of 1</p>
<p align="center"><b>Department of Forensic Science</b></p> <p align="center"><b>QUALITY MANUAL</b></p>	<p>Amendment Designator:   A</p>
	<p>Effective Date:   1-February-2006</p>
<p align="center"><b>6   CONTRACTING OF TESTS</b></p> <p><b>6.1   Policy</b></p> <p>The Department, on some occasions (e.g., because of workload or unforeseen circumstances), may place a contract with a contractor to perform forensic testing. The Department must ensure that the selected contractor is competent to perform the testing and can deliver the results desired.</p> <p><b>6.2   Prior to Contract Award</b></p> <p>6.2.1   The bidders must permit the Department to inspect their laboratory facilities and perform a suitable audit to verify the bidders' capabilities to meet the scope of work as stated in the contract.</p> <p>6.2.2   The Department may require bidders to demonstrate their ability to perform analyses as specified in the contract.</p> <p><b>6.3   Quality Assurance Requirements</b></p> <p>6.3.1   The contractor's laboratory must be appropriately accredited by American Society of Crime Laboratory Directors Laboratory Accreditation Board (ASCLD/LAB®) or by a recognized accrediting body during the contract period. In the absence of accredited contractor laboratories, the contracting process shall establish documented audits by the Department.</p> <p>6.3.2   The contractor must participate in a proficiency-testing program using an ASCLD/LAB® approved test provider. Each examiner employed by the contractor to work on the contract will participate in the proficiency-testing program as required by ASCLD/LAB®.</p> <p>6.3.2.1   Within a week of the test manufacturer's closing date for a proficiency test, a copy of each examiner's reported results will be provided to the Department for review.</p> <p>6.3.2.2   When the contractor receives the test manufacturer's final report, a copy will be submitted to the Department for comparison of each examiner's results to those of the manufacturer.</p> <p>6.3.3   The Department shall do one or both of the following:</p> <p>6.3.3.1   The Department may analyze samples analyzed by the contractor and compare results to those of the contractor.</p> <p>6.3.3.2   The Department may submit quality assurance samples for analysis.</p> <p>6.3.4   Discrepancies</p> <p>6.3.4.1   Discrepancies will be corrected to the satisfaction of the Department at no cost to the Department.</p> <p align="right">► End</p>	